

# HOW TO REGISTER A MERCHANT ACCOUNT WITH PAYFAST

**Completing the online application takes only 10-15 minutes.**

*These instructions apply to individuals (not businesses) and illustrations are for pc/laptops and may be different for smaller mobile devices (phones).*

Have the following documents available for upload (JPG or PDF files):

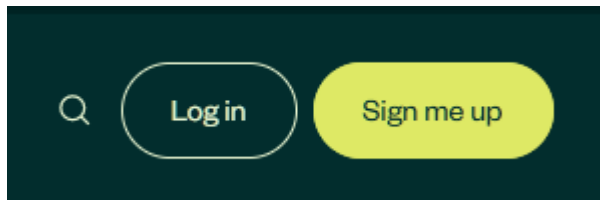
1. Bank account confirmation letter OR a bank statement issued in the last 3 months
2. Proof of residence (Utility account or your Lease Agreement)
3. Valid South African ID or Passport

## STEP 1

Open the Payfast website - <https://payfast.io/>

In the top righthand (on pc/laptop) click “Sign me up”.

The next page will open.

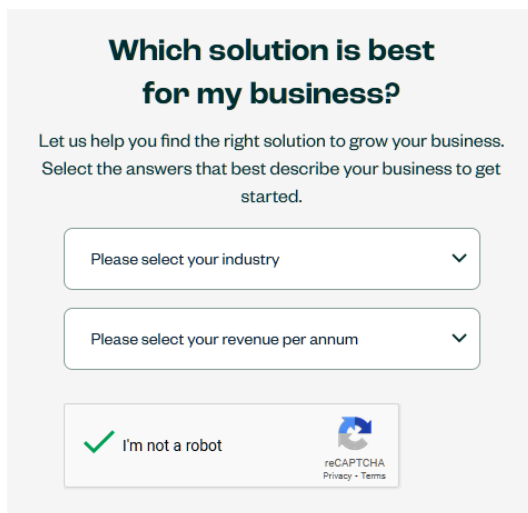
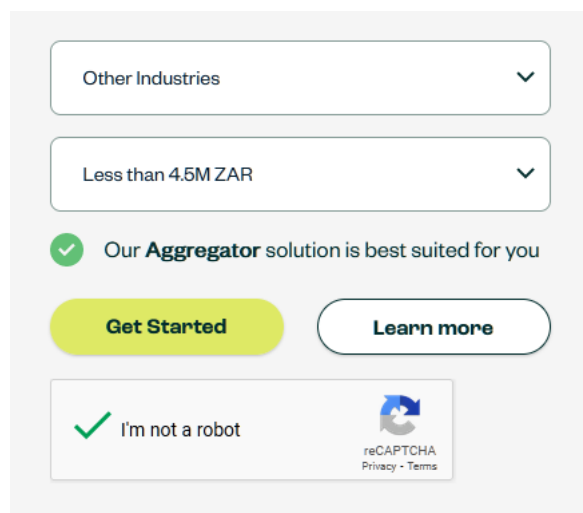


## STEP 2 (Choose your Solution)

**Complete the form:**

- Please select your industry: Choose “**Other industries**”
- Please select your revenue per annum: Choose what applies to you

Click “**Get Started**” – The next page will open.

A light gray form titled 'Which solution is best for my business?'. Below the title is a sub-header 'for my business?'. The text below says 'Let us help you find the right solution to grow your business. Select the answers that best describe your business to get started.' There are two dropdown menus: 'Please select your industry' and 'Please select your revenue per annum'. At the bottom, there is a green checkmark icon and the text 'I'm not a robot' next to a reCAPTCHA logo and 'Privacy - Terms' link.A light gray results page. It shows two dropdown menus with selected values: 'Other Industries' and 'Less than 4.5M ZAR'. Below these is a green checkmark icon and the text 'Our **Aggregator** solution is best suited for you'. There are two buttons: a yellow 'Get Started' button and a white 'Learn more' button. At the bottom, there is a green checkmark icon and the text 'I'm not a robot' next to a reCAPTCHA logo and 'Privacy - Terms' link.

### STEP 3 (Select Account Type)

Complete the form:

- Type your email address (check that it is correct)
- Type a password

**Select Account Type:** Choose **Sole Trader**

Click **“Continue”** - the next page will open

## Register for a Payfast Account Today

Sign up to accept online payments with South Africa's leading payment gateway.

Payfast has no monthly fees and offers free setup and local support.

Email Address

name@yourdomain.com

Choose Password

Password



### Select Account Type



**Company**

For registered companies wanting to receive payments



**Sole Trader**

For sole proprietors wanting to receive payments



**Non-Profit**

For non-profit organisations wanting to raise funds



**Buyer**

For people wanting to manage their purchases and subscriptions

**Continue**

## STEP 4 (Business Information)

### Complete the form:

- Type your Name
- Choose Industry: **"Other"**
- Type your Contact number
- What is your primary online platform?: Choose **"No Website Or Social Media"**
- What type of goods or services do you plan on receiving payment for?

**IMPORTANT:** For Payfast to approve your merchant account you need to provide the following answer:

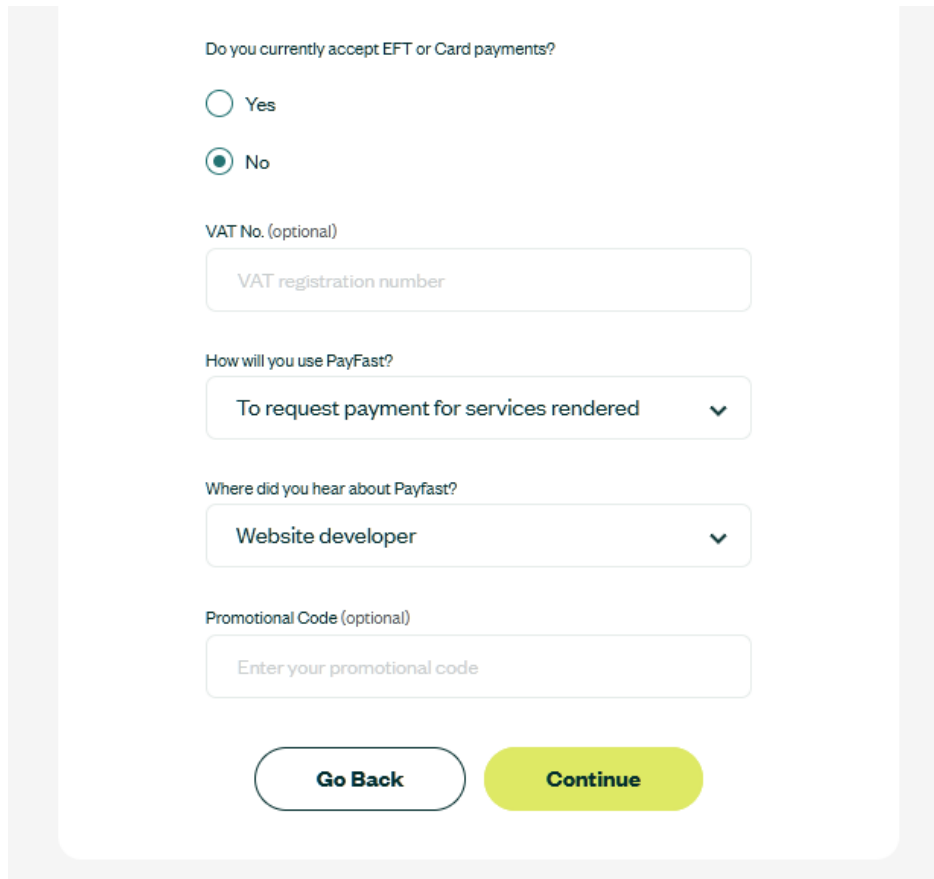
**I am an independent contractor who provides a moderation/reviewing service to RedPaint Mobile for which I want to receive payment via PayFast. I am not a registered business and do not own a website.**

The screenshot shows the 'Business Information' form within a multi-step process. At the top, a progress bar indicates five steps: Account (completed with a green checkmark), General (active with a green circle), Physical, Banking, and Legal. The form title 'Business Information' is displayed in yellow on a dark green background. The form fields are as follows:

- Display name:** A text input field containing 'Your Name'. Below the field, it states '41 characters remaining'.
- Industry:** A dropdown menu with 'Other' selected and a downward arrow icon.
- Contact number:** A text input field containing 'Your phone number'. Below the field, there are three red error messages: 'Invalid telephone number', 'Enter a valid SA number', and 'Maximum of 15 characters allowed'.
- What is your primary online platform?:** Three radio button options: 'Website', 'Social Media', and 'No Website Or Social Media' (which is selected).
- What type of goods or services do you plan on receiving payments for?:** A text area with a question mark icon. The text entered is: 'I am an independent contractor who provides a moderation/reviewing service to RedPaint Mobile for which I want to receive payment via PayFast. I am not a registered business and do not own a website.'

- Do you currently accept EFT or Card payments? Choose **"No"**
- How will you use Payfast: Choose **"To request payment for services rendered"**
- Where do you hear about Payfast: Choose applicable

Click **"Continue"** - the next page will open

A registration form for Payfast. It includes radio buttons for 'Yes' and 'No' to accept EFT or Card payments, with 'No' selected. There is an optional text field for 'VAT No. (optional)' with placeholder text 'VAT registration number'. A dropdown menu for 'How will you use PayFast?' is set to 'To request payment for services rendered'. Another dropdown menu for 'Where did you hear about Payfast?' is set to 'Website developer'. There is an optional text field for 'Promotional Code (optional)' with placeholder text 'Enter your promotional code'. At the bottom are two buttons: 'Go Back' and 'Continue'.

Do you currently accept EFT or Card payments?

☐ Yes

☒ No

VAT No. (optional)

VAT registration number

How will you use PayFast?

To request payment for services rendered ▼

Where did you hear about Payfast?

Website developer ▼

Promotional Code (optional)

Enter your promotional code

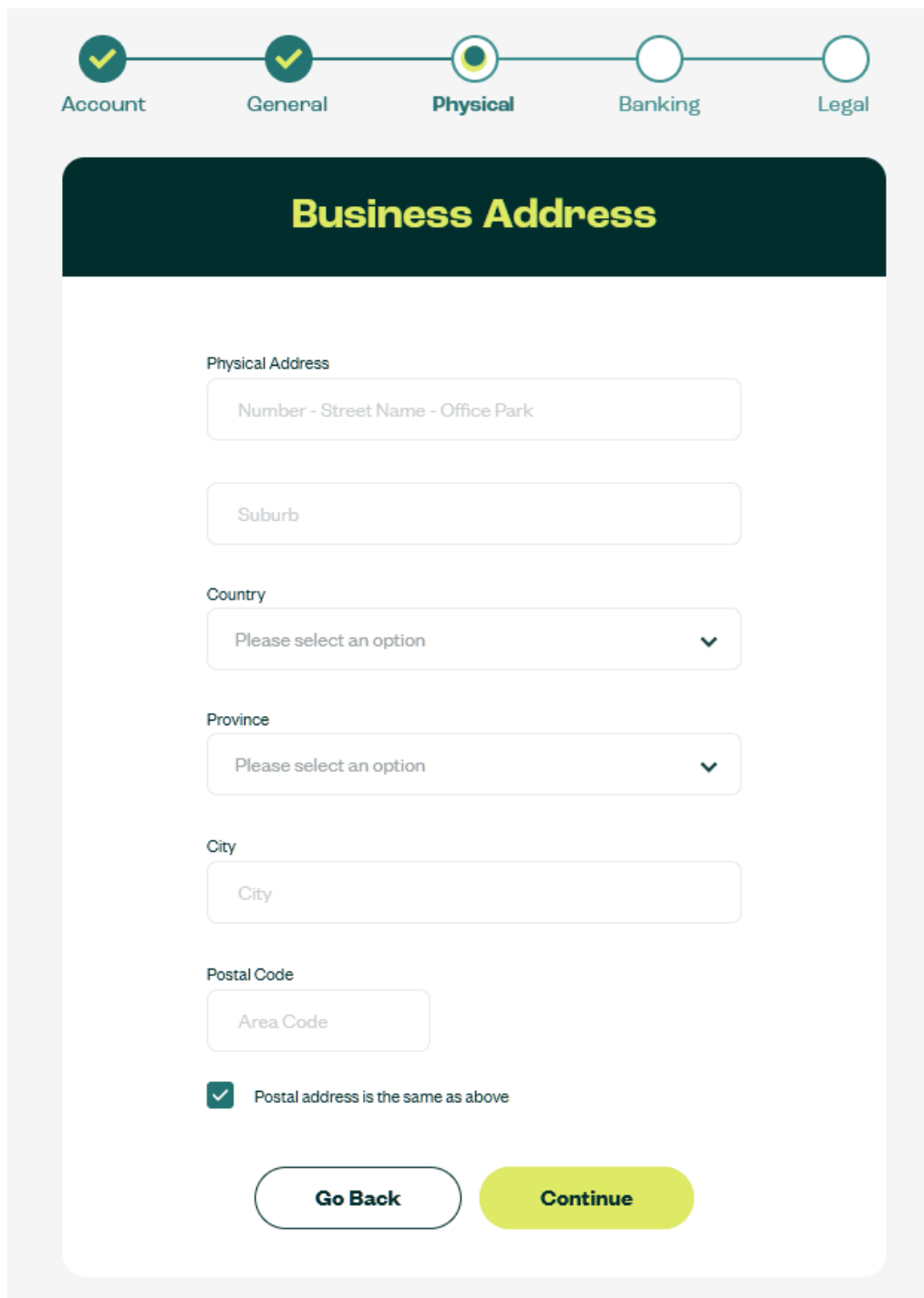
Go Back Continue

## STEP 5 (Business address)

### Complete the form:

- Complete all fields providing your (home) address (this address must correspond with your Proof Of Address document that you must later upload)

Click **“Continue”** - the next page will open



The form is titled "Business Address" in a dark green header. At the top, a progress bar shows five steps: Account (checked), General (checked), Physical (active, highlighted with a green circle), Banking (empty), and Legal (empty). The form fields are as follows:

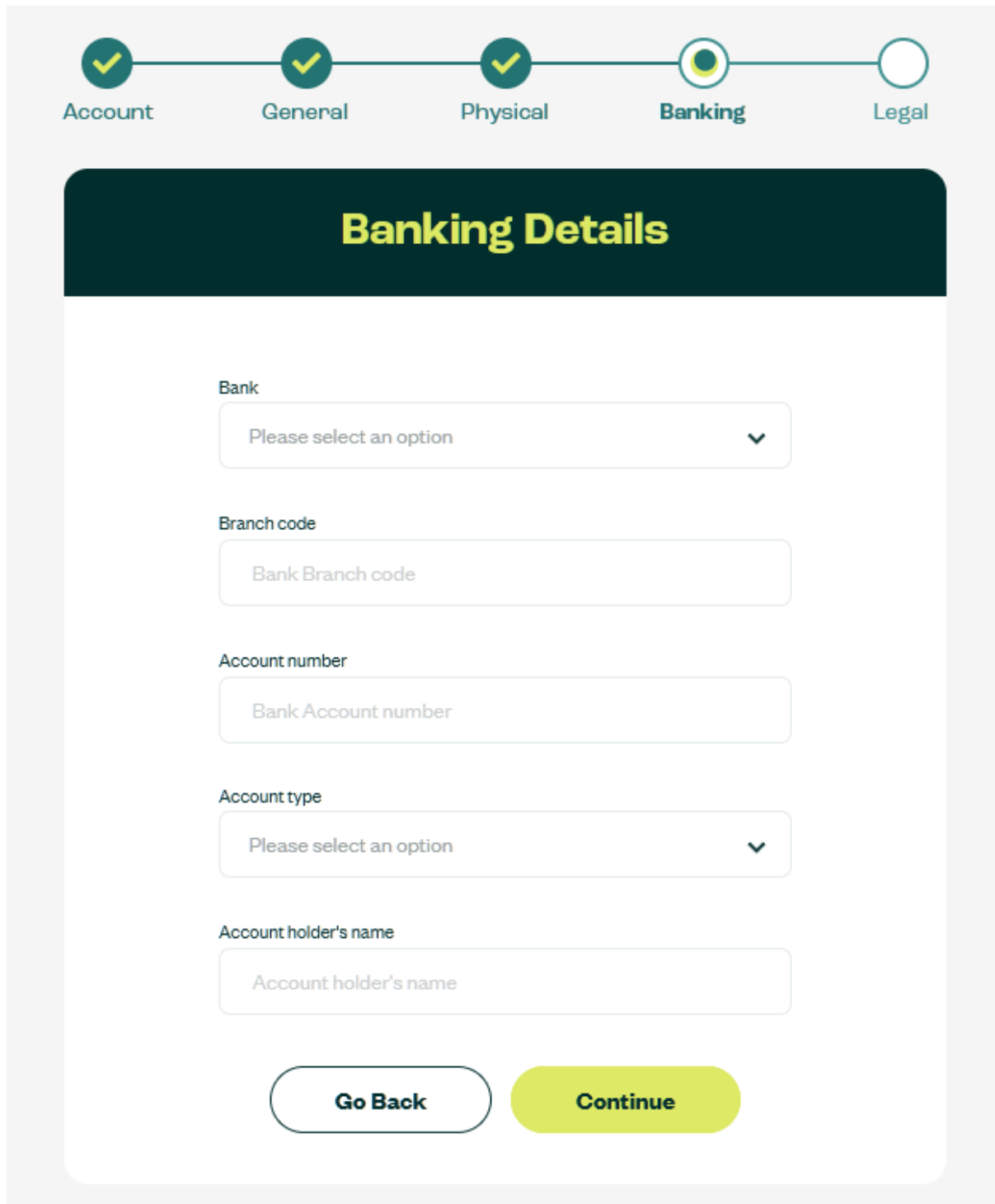
- Physical Address**: A single-line text input field with placeholder text "Number - Street Name - Office Park".
- Suburb**: A single-line text input field with placeholder text "Suburb".
- Country**: A dropdown menu with the placeholder text "Please select an option" and a downward arrow.
- Province**: A dropdown menu with the placeholder text "Please select an option" and a downward arrow.
- City**: A single-line text input field with placeholder text "City".
- Postal Code**: A single-line text input field with placeholder text "Area Code".
- Checkbox**: A checked checkbox with the label "Postal address is the same as above".
- Buttons**: Two buttons at the bottom: "Go Back" (white with a green border) and "Continue" (solid green).

## STEP 6 (Banking Details)

### Complete the form:

- Complete all fields providing your Banking Details (this bank account details must correspond with your Bank Letter or Statement that you must later upload)

Click **"Continue"** - the next page will open



The form is titled "Banking Details" and is part of a multi-step process. At the top, there is a progress bar with five steps: Account, General, Physical, Banking, and Legal. The "Banking" step is currently active, indicated by a green circle with a checkmark. Below the progress bar, the form fields are as follows:

- Bank:** A dropdown menu with the placeholder text "Please select an option" and a downward arrow.
- Branch code:** A text input field with the placeholder text "Bank Branch code".
- Account number:** A text input field with the placeholder text "Bank Account number".
- Account type:** A dropdown menu with the placeholder text "Please select an option" and a downward arrow.
- Account holder's name:** A text input field with the placeholder text "Account holder's name".

At the bottom of the form, there are two buttons: "Go Back" (outlined) and "Continue" (solid green).

## STEP 7 (Account Holder Information)

### Complete the form:

- Complete all fields providing the bank account holder's details (this information must correspond with your Bank Letter or Statement that you must later upload)

Click **"Finish"** - the next page will open

### Account Holder Information

First name

First name

Surname

Surname

Mobile number

Mobile Number

ID type

☒ SA ID

☐ Passport

South African ID number

ID number

First secret question

Name of your first pet? ▼

Answer

Your secret answer

Second secret question

Please select an option ▼

Answer

Your secret answer

Second secret question

Please select an option ▼

Answer

Your secret answer

☐ I have read the [End User Agreement](#) and agree to be bound by it.

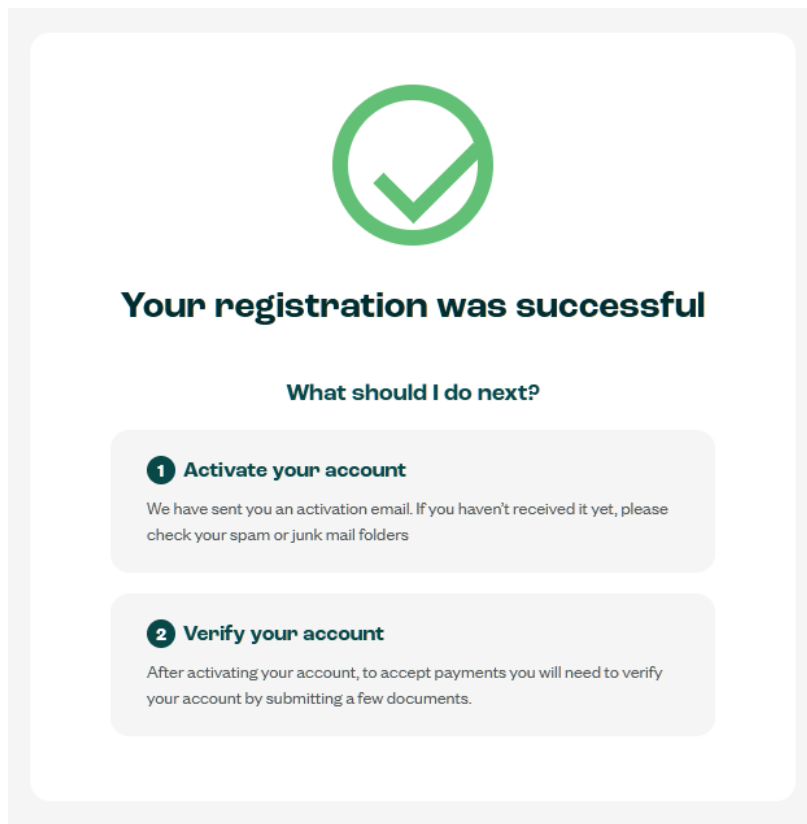
☐ I am legally authorized to act on behalf of RedPaint Admin.

Go Back

Finish

## STEP 8 (Your registration was successful)

Check your email!



## STEP 9 (Activate your account)

In the email you received from Payfast, click '**Activate Now**'

## Thank you for registering an Individual account!

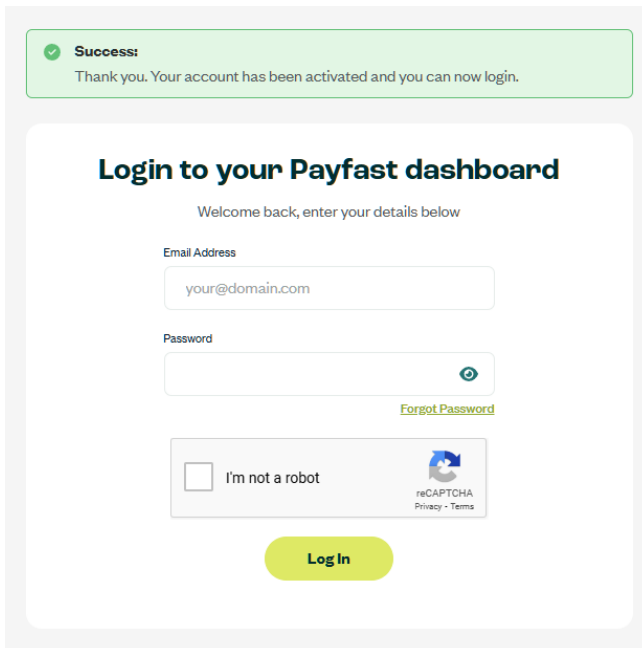
Please select the button below to confirm your email address and to activate your account.

**Activate Now**



## STEP 10 (Verify Your Account)

- Sign into your Payfast account



**Success:**  
Thank you. Your account has been activated and you can now login.


### Login to your Payfast dashboard

Welcome back, enter your details below

Email Address

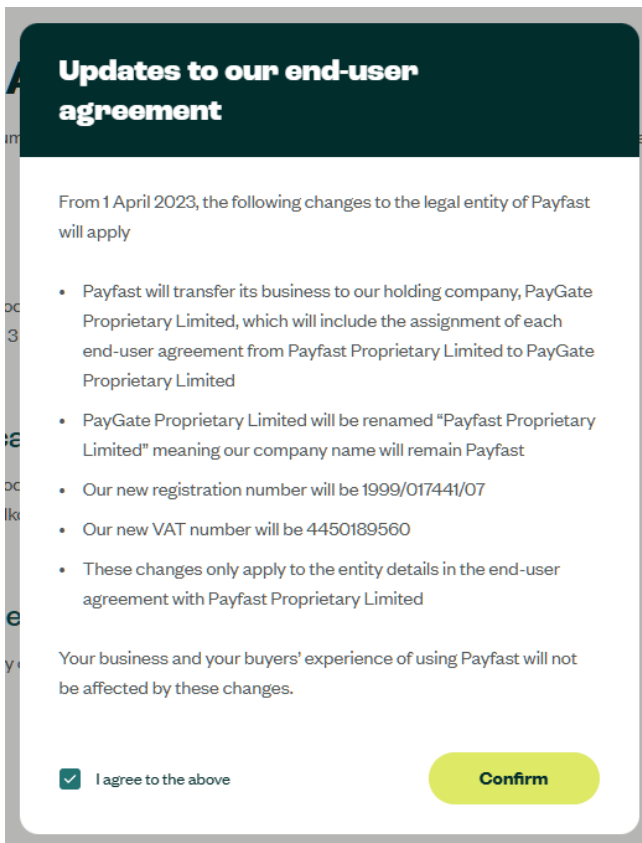
Password

[Forgot Password](#)

☐ I'm not a robot   
reCAPTCHA  
[Privacy](#) - [Terms](#)

**Log In**

Agree to the end-user agreement: tick the check box



### Updates to our end-user agreement

From 1 April 2023, the following changes to the legal entity of Payfast will apply

- Payfast will transfer its business to our holding company, PayGate Proprietary Limited, which will include the assignment of each end-user agreement from Payfast Proprietary Limited to PayGate Proprietary Limited
- PayGate Proprietary Limited will be renamed "Payfast Proprietary Limited" meaning our company name will remain Payfast
- Our new registration number will be 1999/017441/07
- Our new VAT number will be 4450189560
- These changes only apply to the entity details in the end-user agreement with Payfast Proprietary Limited

Your business and your buyers' experience of using Payfast will not be affected by these changes.

☒ I agree to the above

**Confirm**

Upload the three required documents (JPG or PDF files)

Account

## Verify Your Account

Once received, we'll review your documents as soon as we can and send you an email about your verifications status. Learn more about [acceptable documents](#) for verification.



### Bank account

A clear scanned or digital document as proof of bank account showing your name and bank account number, like a bank statement issued in the last 3 months or a confirmation letter from your bank.

Upload Document

Document missing



### Proof of physical address

A clear scanned or digital document as proof of physical address, such as the first page of a lease agreement, an account statement from Telkom, rates and taxes statement or another official document.

Upload Document

Document missing



### Identity document

A clear scanned colour copy of your ID, such as a valid passport, driving license, ID book or both sides of an ID card.

Upload Document

Document missing

Cancel

Submit Documents

You will see the following green confirmation messages after you clicked “**Submit Documents**”

Account

## Verify Your Account

Once received, we'll review your documents as soon as we can and send you an email about your verifications status. Learn more about [acceptable documents](#) for verification.

Thank you for submitting your verification documents. We'll be in touch via email once we've had a chance to review your documents.



Success :

Bank account document **62819909039-confirmation.pdf** successfully uploaded.



Success :

Proof of physical address document **Huur Kontrak-SJ-TLA.pdf** successfully uploaded.



Success :

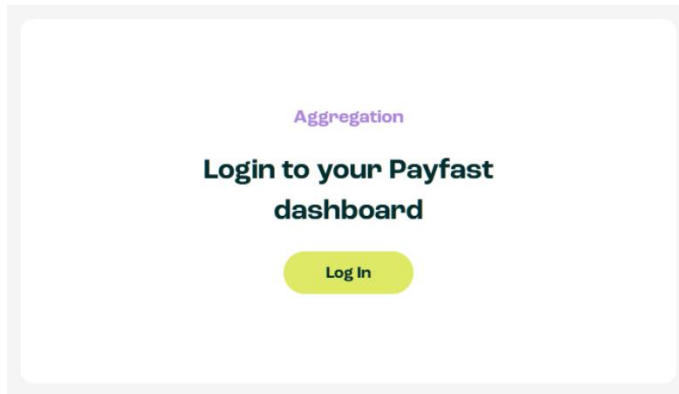
Identity Document of PayFast account holder if not a director document **ID-LDWAdamson.jpg** successfully uploaded.



Payfast will send you an email once your account has been verified.

## STEP 11 (Get your Merchant ID)

- Sign back into your Payfast account (Dashboard)



- Find your Merchant ID in the top-right corner of the screen.

**This is the Merchant ID number which you must provide when you apply for a RedPaint Moderator.**

**payfast** by network

RedPaint Individual

Unique shoppers: 0 | Total transactions: 0 | Total amount: R 0 | Avg. value per transaction: R 0 | May 2024

**We have extended our IP Range**  
Payfast has extended it's IP range, we advise that you cater for the new IP's on your network. Traffic can be switched at any time, if the new IP's are not whitelisted you could experience a break in transactions.  
[View IP Range](#)

**Account pending verification**

Welcome back, Laurent Adams!

### Dashboard

**Account Balance**

Amount (R)

0.001k  
0.0008k  
0.0006k  
0.0004k  
0.0002k  
0k  
-0.0002k  
-0.0004k  
-0.0006k  
-0.0008k  
-0.001k

1 8 11 16 21 26 31

May 2024

April  
May

**Account Balance**

Current Balance	R 0.00
Retained Amount	R 0.00
<b>Available Balance</b>	<b>R 0.00</b>
Payout Fee	--
<b>Available for Payout</b>	<b>R 0.00</b>

[Request a Payout](#)

**Merchant ID:** XXXXXXXX  
**Merchant Key:** XXXXXXXXXX